

Pallavi S. Ghavat

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OBJECTIVE

To obtain a challenging position whereby, I can utilize my experience for mutual benefits and growth, would like to impart my knowledge and expertise for the betterment of the organization. A dedicated team player with ability to work in a pressurized work environment and effectively prioritize job responsibilities.

PROFESSIONAL EXPERIENCE

Intervalve Poonawalla Private Limited (15th July 2024 to till date)

Position :- Sales Co-Ordinator

As an integral division of the Poonawala Group, Intervalve Poonawalla Private Limited advances the group's tradition of excellence in the valve manufacturing sector. Being an ISO 9001:ISO 14001:ISO45001 – certified company, we embody design precision and benchmark standardsm boasting a diverse range of products, including Butterfly, Ball, Globe, Gate, Check Valves, and Dual Plate. We serve a broad range of industries, such as oil & gas, refineries, chemicals, minerals, mining, steel, power, pharmaceuticals, paints, fertilizers, petrochemicals, water, and other key global process industries.

Roles & Responsibilities:-

- Preparing Vendor Registration Form & required documents, Pre-qualification documents & Post Track Record.
- Searching valve-related tenders on the GEM portal & sent to the relevant branch.
- Arranging GEM tender meeting with the Sales team.
- Maintain and organize sales documentation, including quotations, POs, delivery notes, and invoices.
- Handling the SAP application.
- Maintaining the report as per the requirements of the Sales head.

HERCO Transformers Limited (8th December 2023 to 1st May 2024)

Position:-Tender Executive (Government Tender)

(India's largest transformer company. HERCO procured licenses and registration in the year 1958 committing itself to deliver quality products through innovation and a flair for technology. It is a manufacturing of different type of transformers such as Distribution transformer, Power transformer, Isolation transformer, Control transformer, Ignition transformer, Chokes etc.)

Roles & Responsibilities:-

- Prepares tenders and standardized tender templates and documentation.
- Develops the bid and tender strategy
- Prepares initial tender documentation and coordinate obtaining the required approvals
- Maintains a list of qualified vendors, especially as related to planned tender
- Compilation of various input to create a more complete tender proposal
- Monitoring deadlines
- Evaluation and contract negotiation
- Liaises with the User Department on an ongoing basis with respect to Tender requirements and Tender status
- Corresponds with vendors in conjunction with the tender process as required, ie, non-disclosure agreements, confirmation of interest, etc
- Assists in preparation and/or review of Tender Documentation Packages comprising of Instructions to Bidders, Contract Form, General Terms Conditions, Bid Forms, etc
- Assemble and maintain internal Procurement documentation relating to the tendering process, including recording management approval relating to tendering and contracting actions.
- Maintains tender files and arranges their archiving upon Tender completion
- Prepares Tenders status reports and expected timelines on a regular basis and when requested.
- Prepares correspondences to internal departments, bidders and contractors
- Assists with the development of procurement software applications for the Project Implementation Team.
- Liaises and coordinates activities with Financial Services In view of the developing and changing needs and opportunities within the company during this start-up phase, this position may perform other duties as assigned.
- Follow through successful acquisitions to completion

KF Bioplants Pvt. Ltd. (5th August 2016 to 13th November 2017)

Position: -Sales Co-Ordinator

(India's largest plant biotech company. A joint venture of Kumar Group and Florist Holland B.V., Holland. It is a global provider of quality floricultural & ornamental plants, forestry plants, fruit plants, and high-value vegetable seeds & seedlings.)

Roles & Responsibilities: -

- Getting Sales orders details Via-Mail & then creating domestic & export Invoices.
- Coordinating with Sales team for giving client payment details & then E-mail to client Receipt details.
- Issue in any ledger getting mail through client, then solve this & send him correct ledgers.

- Getting mail to new client details, Freight Charges of concern client accounts & TDS entry in System & update this in system.
- Maintains Insurance data in Weekly basis, then update this in excel format & send this in bank for submission & send this concern person via-mail.

NCS Green Earth Pvt. Ltd. (1st July 2013 to 31st March 2016)

Position:-Sales Co-Ordinator

(NCS Green Earth is Manufacturing & Marketing in agriculture products, has nationwide presence in 7 states of India.)

Roles & Responsibilities:-

- Coordinating via mails & telephonic to Sales team & Logistic team for Sales orders processing. Also follow up with Logistic team for dispatch processing.
- Prepare MIS of monthly review for sales team – Sales Manager wise, Location wise, Product wise and Dealer wise & Mail this all team.
- Coordinating with Client for his pending payment & new Sales Orders, Send him new offers by mail.
- E-Mail to account ledgers for dealers & Sales team in the form of Yearly, Half Yearly, Quarterly and Monthly & Some issue in his ledger solve this & then send correct ledger.
- Settle claims as per the requirements like debit note, credit note, cash discount & mail this.

ACADEMICS:

- M.C.M.- 2nd yr appeared from Nagpur University
- B.SC (Computer Science) passed from Nagpur University in the year 2012.
- H.S.C passed from Nagpur Board in the year 2008
- S.S.C passed from Nagpur Board in the year 2006

SOFTWARE SKILLS:

- Certificate of Software Testing Course.
- Operating C, C++, V.B.NET. , Oracle.

ADDITIONAL QUALIFICATION:

- Proficient with the use of Tally, MS Office, MS Excel(V-Lookup,Pivot Table,Conditional Statement), MS Word, MS PowerPoint.
- Certificate in Tally 9.0.
- Certificate in Typing Speed 30WPM.

PERSONAL DETAILS:

- Name : Pallavi S. Ghavat.
- Date of Birth/Gender : 17 Dec 1989 / Female
- Marital Status : Married
- Religion : Indian
- Languages known : English, Hindi, Marathi.
- Hobbies : Surfing Internet ,Listening Music
- Address : Flat No. B- 501, Sonchafa Society,
IVY Estate Wagholi, Pune-412207

I hereby declare that the above information is true to the best of knowledge.

Date : 18-Aug-2025

Place : Pune

(Pallavi S. Ghavat)